

Abigail Pregnancy Services

Executive Director Job Description

Reports to: Board of Directors

Objective: The main objective of the Executive Director is to have full responsibility for the pregnancy center, which includes the implementation of the policies and procedures approved by the Board of Directors within the parameters of the pregnancy center's budget. The primary areas of responsibility will be administrative, development, and community relations/public relations. This position also involved the supervision of all staff and the day-to-day operation of the pregnancy center.

Responsibilities include, but are not limited to:

Business

- Create end of year budget and present to board for approval
- Maintain understanding and compliance with Fair Labor Standard Act (FLSA)
- Hire, oversee, and manager all staff persons
- Maintain constant and thorough understanding of ministry finances and needs
- Maintain proficiency in financial accounting system in order to serve as back-up for Financial Analyst for payroll processing and account reconciliations
- Assess the need for all requested ministry purchases and approve or deny request
- Obtain board approval for expenditures exceeding \$500 prior to expenditure
- Maintain an understanding of payroll and bill processing procedures
- Oversee and review all budget reports, paychecks, and bill payments
- Maintains donor confidentiality with board and staff (Financial Analyst is the exception)

Fundraising/Donor Relations

- Research, write, and submit grants for ministry needs and projects
- Recruit financial donors and sponsors for new and on-going ministry projects as needed
- Oversee and coordinate all Ministry Fundraising events, including annual banquet and walk for life.
- Sign and complete thank you letters and notes to all financial donors
- Give final review and oversee the completion of the Monthly Newsletter

Event Planning

- Oversee and coordinate all aspects of annual banquet, including
 - Obtain a speaker
 - Coordinate testimonies or media presentations
 - Obtain Financial Assistance
 - Oversee and approve Decorating
 - Create and oversee advertising of event
 - Oversee creation and give final approval of all printed materials
- Coordinate and organize annual Walk for Life event
 - Reserve Locations/venues
 - Assign and oversee staff assignments for a successful event

Client/Donor Marketing

- Review and give final approval of all donor and client focused marketing materials used by the ministry
- Oversee Client and Donor website maintenance – update with accurate information as needed
- Oversee and coordinate the creation of Client Marketing campaigns to spread the word about new and on-going services
- Complete donor receipts and thank you notes
- Ensure all written and visual marketing materials are consistent with ministry purposes, goals, and values

Staff/Center

- Maintain clear and concise Policy and Procedures Manual that addresses all needed areas for programs and services
- Ensure all employees adhere to Policies and procedures approved by Board of Directors
- Request approval of Policy or Procedure changes from the Board prior to implementation
- Review Staff interactions and maintain high understanding of responsibilities, tasks and strengths
- Oversee the hiring and firing of all staff
- Oversee the training and management of all staff
- Maintain updated Forms Manual that contains all essential paperwork and forms for ministry
- Ensure all staff, volunteers, and board members receive adequate training for responsibilities
- Hold monthly board meetings to keep Board informed of ministry status, needs, and progress
- Hold Monthly Staff Meetings to keep informed of staff goals and progress from month to month
- Conduct annual strategy meetings with Staff and Board Members
- Handle all legal correspondence with affiliate (Care Net)

Volunteers

- Coordinate and oversee all volunteer trainings
- Ensure evaluations are completed for regular volunteers

Client Services

- Ensure all staff maintain understanding of Ekyros Client Services Program
- Ensure commitment to client confidentiality is followed at all times
- Supervise and give final approval of all materials used for Client education
- Evaluate client situations and determine when a situation needs to be reported
- Give notice of suspension to suspended clients after 3 no call-no show visits

Center Maintenance, Security, and Cleaning

- Maintain understanding of software and technology utilized by centers in order to assist staff members with updates, troubleshooting, and day-to-day usage
- Gives final review and approval of all building modifications or updates prior to submission to board
- Ensure Adequate building and management insurance is purchased
- Ensure center and grounds are kept safe and clear of hazardous conditions or obstacles
- Maintain ED office
- Ensure that all staff work together to keep the chapel, front foyer, and donation entry clean.
- Ensure all staff work together to clean the downstairs bathrooms and kitchen prior to an event
- Maintain adequate Insurance coverage for centers to ensure that center is not placed in a liable position
- Be on the security call list

Education, Experience, and Skills required

- Superior proficiency in Microsoft Word, Excel, Publisher, Outlook, and Access. Basic understanding and some experience preferred in QuickBooks
- A Bachelor's degree or 5 years experience in Business, Communication, Marketing, or a related field preferred
- Proven ability to supervise and manage staff while resolving interpersonal conflict
- Excellent ability to multitask and perform several tasks concurrently with ease and professionalism
- Experience in Financial recording, accounting, and budgeting
- Excellent public speaking ability
- Experience with Grant Writing and fundraising preferred
- Ability to communicate clearly and concisely (verbally and in writing) in English
- Knowledge of computerized accounting
- Must keep client, ministry, and donor matters strictly confidential, according to policy
- Must have excellent interpersonal skills
- Must establish and consistently follow established policies, procedures and guidelines
- Verified Christian character and demonstrated leadership ability

This job description lists many of the tasks essential to the position; however responsibilities may be added, subtracted and/or changed by the Board of Directors at their discretion.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

For office use only:

☐ Copy given to employee on _____ ☐ Original placed in employee file _____

Date of Hire: _____ Starting Wage: _____

Ending Wage: _____ Date of Termination: _____

Notes: